



Revitalization Incentive Grant 2023 Program Information

What is the City of Littleton Revitalization Incentive Grant (RIG)?

The RIG is an incredible opportunity to make improvements to your business or commercial property with funding assistance! The goal of this program is to encourage private investment in improvements to business storefronts in a way that makes revitalization efforts affordable, creative, and improves the aesthetic of the entire community.

Littleton City Council approved \$100,000 for the 2023 RIG to be administered by the Economic Development Department. RIG applications will be accepted on a first come, first served basis from owners of commercial properties as well as business owners occupying commercial spaces and offers up to \$20,000 in matching funds for qualifying projects. Larger projects with extensive renovations may be considered at a higher total award.

Additionally, the city will provide local bonus funding to applicants using a contractor located and licensed in the City of Littleton. The applicant must verify local contractors through the Economic Development Department. Upon providing proof that a licensed City of Littleton contractor performed the work, the RIG will be increased by 5% in the category in which the local contractor operated.

We are looking for projects that:

- *Improve the aesthetic appeal of the property and create a meaningful design enhancement to the property.*
- *Intend to positively promote a business to drive additional sales activity.*



How does the application process work?

1. RIG applications must be received and approved before project construction begins.
2. Applicant meets with Economic Development and Planning staff to discuss the project and receive application.
3. Within 15 working days of a complete RIG application submittal, the Grant Review Committee (GRC) will review the RIG application and supporting materials to accept, accept with conditions, or deny the application.
4. In some cases, an applicant may be asked to present the project to the GRC, and in those cases, the GRC will decide on the application within 15 working days following the presentation.
5. The applicant is notified within ten working days of the GRC decision.

For Approved Applications: Upon notification of RIG award, the applicant will be provided an "Acceptance of Conditions for RIG Assistance" form which must be completed and signed as acknowledgment of RIG conditions. Funds will be released to the applicant upon full completion of the project and inspection by city staff to verify that the finished project matches the proposal for which funds were applied. Copies of paid invoices showing a \$0 balance must be submitted with a W-9 to staff before reimbursement will be provided.

For Denied Applications: The GRC will provide the reason(s) for denial, and a new application may be submitted anytime while funds are still available. Any new RIG application for the same property that was previously denied should be substantially different than the denied application and/or demonstrate how specific denial comments were addressed in the new proposal.

Who can apply for funding?

Any commercial building owner or commercial space tenant with authorization from the building owner can apply for the RIG. The project site must be within Littleton city limits and tenants must have at least two years remaining on their lease or an option to renew consisting of a written confirmation from the landlord and tenant. Before the city reviews a RIG request, the applicant must meet with the city to ensure plans will meet zoning and code regulations. Properties having more than one owner must have the proposed improvements approved by all property owners.



Applicants may receive RIG funds for one project within a three-year period. It is understood that the construction of some projects may carry over into a subsequent calendar year depending on scope and timing. Properties located within the Downtown Historic District may be eligible for the Downtown Historic District Grant in addition to the RIG.

What types of improvements are eligible?

- Architectural and engineering design costs
- Building façade and/or additions
- Landscaping
- Parking area hard surface when combined with other improvements
- Exterior lighting
- Americans with Disabilities Act (ADA) exterior improvements
- Signage when proposed with other improvements

Are there any design guidelines?

- All qualifying improvements must be made to areas visible from the public right-of-way.
- Any proposed improvements and/or signage must conform to all aspects of the city's Unified Land Use Code (ULUC).
- Meet with city staff to verify whether any design standards exist for the specific location being considered for application.
- Proposed designs should be context-sensitive and appropriate and seek to enhance the property and city aesthetic generally.

How is the funding awarded?

As a matching grant program, the applicant pays for the improvements up front, and the city provides reimbursement based on the approved award, up to a maximum of \$20,000 per project.

How are projects selected?

Projects are approved by the GRC based on their compatibility with the vision and goals of the City of Littleton.

What happens after a project is selected?

Projects selected for RIG funding must be completed within one year of approval unless an extension is granted in writing by the Economic Development Department. Furthermore, the applicant agrees to:



- Complete any required Planning processes.
- Obtain all necessary building permits and any other required permits.
- Complete and sign the Acceptance of General Conditions for RIG Assistance form.
- Conform with all safety standards and conditions.
- Maintain the property and the improvements awarded by the RIG.
- Allow the City of Littleton to promote an approved project by various means, including but not limited to: a display of a city sign or sticker at the site during and/or after construction, using photographs, and description of the project in city communications and other materials.
- Provide proof of payment for completed project work with:
 - ✓ An invoice showing payment and a \$0 balance
 - ✓ A canceled check, or
 - ✓ A credit card payment receipt

The Fine Print:

- Any work completed before RIG review and project selection is not eligible for RIG funding.
- RIG award recipients with a project not started within one year of approval forfeit funding and will be required to submit a new RIG application for consideration by the GRC.
- The GRC reserves the right to change the conditions of the RIG as warranted.
- RIG award recipients must provide a W-9 form to the city and will receive a Form 1099 for any RIG award amount of \$600 or more.
- Not all projects will be funded and there is no guarantee of full funding being awarded.
- The RIG funds are available on a first-come, first-served basis until RIG funds are exhausted. For calendar year 2023, a total of 5 projects may be fully funded up to \$20,000 each project. If projects are not awarded the full amount, additional funds may be available to additional applicants.

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